

**DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.**  
**SECOND QUARTERLY MEETING**

**Minutes of Tuesday, May 21, 2002**

The second quarterly meeting of the Delaware Public Purchasing Association, Inc. for 2002 was held at Timothy's Restaurant on the Waterfront, Wilmington, Delaware and hosted by City of Wilmington.

Those in attendance were: Mike Sabol, Support Services; Lori Gooch, DE State Police; Sandra Skelley, DHSS; Hilda Balascio, NCC; Ruth Kowalski, NCC; Tim McMahon, City of Wilmington; Paul Mahoney, City of Wilmington; Tina Romano, City of Wilmington; Blaine Herrick, Support Services; Janet Schukoske, OMWBE; Mary Ellen Saunders, DHSS; Jennifer Anderson, City of Milford; Patricia Johnson, DHSS; Joe Loureiro, DHSS; Arnold Cookson, Support Services; Ron Hill, Support Services; Tammy Albom, DHSS; Charles Griffith, City of Milford; Peter Gregg, City of Dover; Pippa Ashley, DE State Police; Bill Ingram, DPH; Dot Pecqueur, NCC; Andria Smith, NCC.

1. Opening of the Meeting

- a. Mike Sabol, President, called the meeting to order at 10:09 a.m.

2. Reading of the Minutes

- a. Mike Sabol suggested suspending the formal reading of the February 19, 2002, meeting minutes. Sandra Skelley made the motion and Blaine Herrick seconded, motion carried.
- b. Dot Pecqueur made a motion to accept the February 19, 2002, meeting minutes and Hilda Balascio seconded, motion carried.

3. Committee Reports

- a. Treasurer's Report – Submitted  
Mike Sabol went over the submitted report.

Previous Balance	\$5,538.18
Total Income	<u>490.00</u>
Subtotal	\$6,028.18
Total Expenses	<u>\$ 590.54</u>
Total Balance	\$5,437.64

The total income reflects dues collected for the second quarter. Total expenses include Chapter insurance, NIGP yearly dues, and miscellaneous errors found when reconciling checkbook.

A motion was made by Peter Gregg to accept the Treasurer's Report and Sandra Skelley seconded, motion carried.

- b. Finance Committee – Andria Smith  
Changes from last meeting were made and a revised copy was distributed. The report was accepted at the February 19, 2002, meeting.
- c. Membership Committee – No report  
Arnold Cookson has asked to step down and a volunteer is needed to chair this committee. Responsibilities include keeping track of membership, brochures, etc. DPPA Member Handbooks were distributed.

- d. Program Committee – No report.
  - e. Awards and Scholarship Committee – Sandra Skelley  
Sandra distributed a draft of the Scholarship Criteria. Sandra needs someone to work on committee with her. Janet Schukoske offered to assist on the committee. Members are asked to review criteria and get changes and suggestions to Sandra.
  - f. Chapter Liaison – Mike Sabol  
Mike has been in contact with Chapters in the area and discussed who will host the next Chapter Conference. Mike will discuss this topic in New Business. He also continues to receive course information from PAPPa for anyone interested in obtaining certification points.
  - g. Education Committee – Peter Gregg  
Peter had brochures available for seminars being held by PAPPa. At the next meeting he will have additional seminars being held by other surrounding states, i.e. New Jersey, Maryland. He would like members to give suggestions for courses to be held in Delaware. Peter's new e-mail address is [pgregg@dover.de.us](mailto:pgregg@dover.de.us)  
Janet Schukoske asked if NIGP gives points for a course already taken in a previous certification cycle? Peter will get the answer as soon as possible. Peter has not had time to go over the draft Reimbursement Policy but assures he will be knowledgeable at the next meeting. He will look into having the General Public Purchasing Course in Delaware.
  - h. Strategic Planning Committee – No report  
Janet has volunteered to chair committee. She will need to find draft document started by Peter Rigterink and begin working on new draft.
4. Unfinished Business – Lori Gooch
- a. Sandra will submit final Region I Conference report. Copy will be kept with meeting minutes.
5. New Business – Mike Sabol
- a. Mike Sabol announced that Peter Rigterink has resigned from State of Delaware service and moved to Virginia. He will continue to work in the procurement field. Mike Sabol thanked him for his efforts with DPPA.
  - b. Peter Gregg discussed his new job with City of Dover during his Education Committee presentation.
  - c. Sandra Skelley and Patricia Johnson have been working with Mary Schrieber and Janet Schukoske from OMWBE. DHSS have been the only state agency that has not received information regarding the Office of Minority and Women Business Enterprise.
  - d. Mike Sabol was going to discuss the lack of attendance but this meeting had a large turnout. He suggested holding the meetings in the evening but the suggestion was shot down resoundingly.
  - e. Mike Sabol spoke with Bill Irish regarding the Region I Conference for 2002. Southern New Jersey wants to hold the conference this year to possibly be held in Atlantic City, NJ, during September or October. Future Region I Conferences are as follows: 2003 – Maryland, 2004 – Pennsylvania, and 2005 – Delaware. Sandra Skelley will check on 2002 Region I Conference and will give a report.
  - f. Sandra Skelley thanked Patty Johnson for being Program Chair and doing a great job.
  - g. The NIGP Forum will be held in August in Portland, Oregon. No one is currently planning on attending the forum from DPPA.
  - h. Mike Sabol thanked City of Wilmington, especially Tina Romano, for a great job hosting the meeting.
  - i. Mike Sabol stated that the Division of Support Services is now a National Member of NIGP.
6. Third Quarter Meeting
- a. The third quarter meeting was scheduled for August 20, 2002, but everyone present agreed that the meeting would be postponed until Tuesday, September 17, 2002. The meeting will be hosted by DHSS.
7. Lunch Break

8. Afternoon Program

- a. Janet Schukoske made a presentation to members wishing to receive more information on the purpose of the Office of Minority and Women Business Enterprise. This training is required for all state agencies. If additional information is needed, Janet can be reached at 302-739-7836 or by e-mail at [jschukoske@state.de.us](mailto:jschukoske@state.de.us)
- b. Ty Austin of DelExchange made a presentation to promote their services. DelExchange supports any procurement in helping with networking, organizing, and promoting of small businesses. Sandra Skelley will forward a copy of the presentation to all members.
- c. Mike Sabol thanked the presenters and Patty Johnson for the informative program.

9. Meeting Adjourned

- a. Mike Sabol adjourned the meeting at 1:50 p.m.